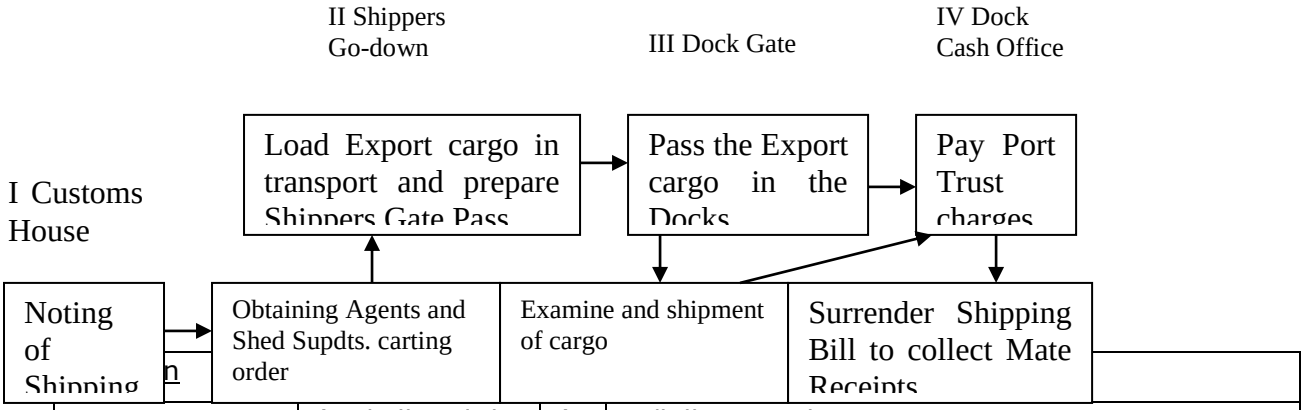
MUMBAI PORT TRUST

DOCKS DEPARTMENT : EXPORT PROCEDURE

The shipper books space on board the vessel with the Shipping Agent and prepares a Shipping Bill. After noting the Shipping Bill, he obtains carting orders from the Agents of the vessel and Mb.P.T. Shed Superintendent concerned to bring the cargo in the Docks for Export. Goods are brought in the Docks are received in the shed and entered in the Register by the Asstt. Shed Superintendent (Export). After examination and release for shipment by the Customs, the goods are shipped by the Shed Superintendent in consultation with the vessel's supervisor. For the Goods shipped, Mate Receipts are obtained from Chief Officer of the vessel and handed over to Asstt. Shed Superintendents (Export). The Mate Receipts are parted with by the Shed Superintendent to the Shippers/CHA concerned after surrendering shipping bill cum chappa for after payment of Port charges. The shipper exchanges the mate receipt for the Bill of Lading at the Office of the Ship's Agents.

The procedure for export of cargo and the various documents involved are shown in the following chart with the action taken at each stage in tabular form.

Chart showing the stages of Export Procedure and documentation



Customs House	i) S/Bill and the export documents.	i)	S/bill is noted
Sged	S/Bill	i)	Carting order taken from Shipping Agent and the Shed Supdt.
Godown	---------	i) ii)	Goods are dispatched to Docks Gate passes are prepared
Gate	i) S/Bill	i)	Port Trust copy of S/bill. The Gate pass are lodged at the gate
	ii) Gate Pass	ii)	The quantity is noted in the Gate Register and the Gate pass is recorded.
		iii)	The Shipping Bill is returned to the Shipper.
		iv)	The Gate Register is dispatched to the Shed concerned next morning.
Shed	i) S/Bill	i)	The goods are unloaded and noted in the Shed

			Register.
	ii) 2nd foil of Gate pass	ii)	The quantity received is entered in the Shed Register which is checked by the Asstt. Shed Supdt. by referring to the Gate Register.
		iii)	A test check of gross weight is carried out by the Shed Superintendent.
		iv)	The goods are examined and released for shipment by the Customs.
		v)	The goods are shipped by the Mb.P.T in consultation with the Vessel Agents.
		vi	The date of receipt and shipment and the mode of transport are entered on the Shipping Bill by the Asstt. Shed Supdt.(Export) and is handed over to the Shipper. The gross weight of the goods is certified by the Shed Supdt., wherever necessary.

Cash Office	i ii	S/Bill Invoices/ Packing List	i) Charges are assessed and recovered on the basis of information furnished in the Shipping Bill.
Shed	i ii	S/Bill Mate's Receipt	i) The S/Bill is exchanged for the Mate receipts by the Shipper at the Shed. ii) The Shed Export Cargo Register along with the Gate Register and the Shipping Bills is sent to Revenue Audit for verification after entering the Receipt numbers of payments made on every S/Bill in Shed Register of Export Cargo. iii) After verification in Audit, the documents are recorded in the Ships' General Record Office for record.

Shipping Bill:

The Shipping Bill is primary document for shipment of goods. The Shipping Bills are generated from Custom's EDI System.

For Export cargo, only 3 copies of Shipping Bill are required, i.e. Customs Original and duplicate and Port Trust copy.

Carting Order:

After the Deputy Manager of the Docks concerned nominates a berth for an export vessel, he issues written orders to the Shed Superintendent directing him to receive export goods for the vessel in the shed, Indira Dock Office enters carting orders in IPOS. The Shipper then approaches the Shed Superintendent with the Port Trust copy of the Shipping Bill duly noted in the Customs House, for obtaining carting order.

Considering the availability of space in the shed taking into account previous carting orders given, the Shed Superintendent after confirming that the Agents have given Carting Orders allows full or part carting by stamping "Please Pass" under his signature on the reverse of the Port Trust copy of the Shipping Bill. If there is restriction of space, the matter is referred to the Asstt. Manager and Deputy Manager so that alternate arrangements could be made.

Before permitting export cargoes to be carted in for storage in the open area, the Shed Superintendent should obtain written undertaking from the individual shippers that the goods may be stored in the open on the

shippers risk and responsibility and that the port Trust is absolved of any damage or loss to the goods as a result of such storage.

On the She Superintendent giving the carting order, the shipping bill is presented to the Asstt. Shed Superintendent (Export) who enters the details in the Export cargo Register D 155F (Specimen Vol.III/87).

Gate Procedure

The export goods are brought by the shipper from the godown to the Dock gate concerned. The Check list/Port Trust copy of the Shipping Bill and Cart chit are given to the gate keeper. The Cart Chit is prepared in triplicate, one copy is handed over to the Gate Keeper and one at the Shed. The gate keeper checks the Cart Chit, theCheck List/Port Trust copy of the Shipping Bill and tally the particulars. The marks of the packages in the lorry or handcart are verified with the Check List/Shipping Bill marks and counted. The number of packages are verified at the Gate with reference to the Cart Chit and is passed on to the inside gate keeper who compiles the Cart Chits Check List/ Shipping Bill . The Check List/Shipping Bill is kept at the gate till completion of carting towards the end of the shift, the packages passed are endorsed on reverse of the Check List/Shipping Bill. Thereafter the gate Register D 137F (Specimen Vol III/88) is prepared in duplicate under the signature of the gate keeper, gate inspector, vesselwise. Cargo brought in by lorries thereof are recorded in the gate register. The original of Gate Register is sent next day morning to the shed concerned and duplicate to the labour office. The Asstt. Shed Supdt.(Export), checks the Cart Chit and initials the export cargo register daily at the shed, on the basis of the gate register. Once the quantity under a shipping bill is completely carted in, the party collects Port Trust copy of Shipping Bill from the gate. Carting orders issued on any day should be held valid only for 3 days. The Cart Chits collected daily are arranged partywise and vesselwise, and sent to the ships record office once in a week.

Receipt in Shed:

When the lorry with export cargo arrives at the shed, the Asstt. Shed Superintendent (Export) verifies the Cart Chit and takes charge of the cargo. The receiving particulars are then entered in the ECR.
H/lifts have to be given by the shipper at the hook point. Individual packages which cannot be handled by mazdoor on hand carts are treated as heavy lifts.

Procedure for receipt of railborne export shipment

When the wagons carrying export goods from upcountry arrive in Mumbai, and if the on-carrier is already berthed, the shipper takes 4 copies of the requisition of placing loaded wagons in the docks (specimen D 142 B, Vol. III/85) from the Hamallage Office and presents the same duly filled in alongwith the R.R. to the Mumbai Port Trust. Station Master concerned who endorses on the reverse of the 4th copy that the R.R. has been surrendered. Thereafter, the party obtains from the Agents of the vessel and the Shed. Supdt. concerned carting orders below the Station master's endorsement. In the event of the necessity to place the wagons at a siding in the Docks, the party obtains the placement order of the Deputy manager, of the Dock concerned also. The papers are then presented to RBT Section who then directs the Station Master to place the wagons according to the instructions of the Dy. Manager. The triplicate and quadruplicate are retained by the R.B.T. Branch out of which the triplicate is forwarded to the nominated export shed. The party thereupon presents the original to the Station Master for placement of wagons and keeps duplicate for his record. He thereafter applies to the R.B.T. Branch to post the necessary tally clerks at the siding at the time of placement of wagons as per the Dy.Manager's placement order. R.B.T.Branch in turn places an indent for the day's total requirement of such tally clerks with the Time Keeper and books the Tally Clerks according to the requirement. The tally clerks, on placement of wagons tally the packages unloaded I Form no. D 221 B (Specimen Vol. I) both of which together act as the gate register in the case of rail borne export goods. A register is also maintained by the R.B.T. Branch giving all the details of the wagon placement.

Shipment

Once the cargo is received in the shed, Shipping Bill is produced by the shipper to the Customs and after examination and obtaining the "Let Export" order from the Customs Officer, the Shipping Bill is handed over to the Agents in the shed for shipment. The goods are thereafter shipped by MbPT's labour in consultation with the Vessel Agents. Export goods are shipped Port wise as advised by the Agents as per the stowage plan made by the master of the vessel.

The Shed Superintendent should ensure before shipment is effected that the Customs "Let Export" order has been obtained by the shipper on the shipping bill. The Shed Superintendent posts tally clerks at the loading hook point before shipment commences, each being provided with a tally sheet D 124B (specimen Vol.III/92). As in the case of import tally, the tally clerks sign in the counterfoil of the tally sheet when each sheet is collected by them. The shipping bill is handed over by the Agents from which the Port Trust tally clerks note down the shipping bill particulars in the relevant columns of the tally sheet as and when the shipment of each lot commences. The rest of the tally sheet columns have to be recorded by the tally clerks taking tally of the packages shipped sling wise.

Heavy packages for export shall not be loaded unless the gross weight is marked on the packages as laid down in Docks Bye Law No. 74A. Only goods in apparently sound condition are shipped and for these only 'clean' Mate's Receipts are accepted unless the shipper furnishes a written undertaking that 'remarked' receipts may be accepted (Docks Bye Law No. 88). Thereafter, the master of the vessel is required to furnish the Mate's Receipt signed by the vessel's Chief Officer, to the Shed Superintendent within the time limit prescribed under Docks Bye Law No. 89. The Mate's Receipt No. and date are entered in the Export Cargo Register. A vessel shall not be allowed to leave the Docks unless Mate's Receipts are received by the Shed Supdt. for all the goods shipped. Similarly, receipts shall also be issued to the Shed Superintendent by the vessel in respect of all goods shipped in the Dock from overside.

After shipment of the goods, the shipper approaches the Asstt.Shed Supdt. (Export) for datewise and shiftwise receiving and shipment endorsement on the Port Trust copy of the shipping bill. The dates, shifts and quantities of receipt and dates/shifts and quantities of shipment along with the mode of carting, i.e. whether carted in by lorries or by railway wagon is also indicated by the Asstt.Shed Supdt. in this endorsement. This endorsement is given under the signature of the Asstt.Shed Supdt.(Export).

Payment of charges at Cash Office :

The Port trust copy of the shipping bill along with the customs certified invoice and packing list is then produced by the shipper to the assessor at the Cash Office for payment of Port Trust charges. As soon as the documents are brought by the party to the Cash Office he obtains the time/date stamp on the shipping bill. The export application D 316F (specimen Vol.III/93) is to be filled in as per the columns, in duplicate. The shipper has also to certify the gross weight of the shipment on the reverse of the duplicate copy of the export application. He has also to sign on the face of the chappa with his Dock Entry Permit No. Thereafter the assessment and recovery of charges is made as in the case of import charges.

Cash Office

Octroi :

For exports, there are two types of octroi forms in use :

1) The 'N' form which is filled up in case of exports which comes in Mumbai and meant for immediate export and 2) 'C' form which is used for goods which are brought inside the city and exported subsequently.

Disposal of export documents by the shed :

After payment of Port Trust charges, the shipper surrenders the Port Trust copy of the shipping bill to the Shed supdt. who hands over to him the relevant Mate's Receipt. By convention, Bills of Lading are not issued to shippers by Vessels Agents unless they produce the Mate Receipt. Therefore, Mate's Receipts shall not be parted with by the Shed Supdt. unless shipping bill on which Port Trust charges are fully recovered are surrendered. However, immediately thereafter, the shipper has to pay or adjust the Port Trust charges from the deposit amount and surrender the shipping bill at the shed. It is the duty of the Asstt.Shed Supdt. (Export) to follow up with the shipper concerned and obtain the shipping bill within 3 days of the vessel's departure.

As and when completed shipping bills are received by the Asstt.Shed Supdt. (Export), the Chappa No./Date are entered in the Export Cargo Register. The Export Cargo Register so completed in respect of all Shipping Bills should be forwarded within a month of sailing of the vessel to the Revenue

Audit along with shipping bills, gate register, shutout mema, gate chits for T.P. etc. The details of the documents dispatched are entered in a special dispatch book and audit acknowledgement obtained.

Shutout cargo :

1)Sometimes the whole or part of the Export consignment is shutout, i.e. not shipped by the vessel for which it was originally intended. Thus shutout cargo may be either (1) taken back to town or (2) shipped by another vessel. Irrespective of the course of action to be opted by the shipper a report is sent to the Deputy Manager by the Asstt. Shed Supdt. (Export) immediately after the vessel sails, quoting the details of the shutout consignments. A report of the shutout cargo is prepared in duplicate and signed by the Asstt. Manager Section is also sent to the Dy. Manager; for issuing notice to the shipper.

2)In the case of the 1st alternative the shipper obtains customs permission to take the goods back to town by endorsement on the customs copy of the shipping bill. He thereafter obtains on the Port Trust copy of the shipping bill a certification by the Asstt.Shed Supdt. (Export) to the effect that the packages have been received in the shed but lying shutout. After obtaining the customs permission for removal back into town, the Shed Supdt. endorses to the Gate Inspector to allow removal back into town on payment of Port trust charges. The shipper pays the charges and removes the goods back to town.

3)In the case of the second alternative in respect of an entire quantity shutout, the shipper approaches the Customs and has the name of the Vessel changed on the original document on payment of fee. In respect of a part quantity shut out, the shipper prepares a fresh Shipping Bill for the shut out portion only, also on payment of a fee to the customs. Removal of such shutout cargo to the new shed for shipment is then allowed under shut out memo D 155 F (specimen Vol. III/98) which will indicate the date of original receipt of cargo in the shed and details in regard to the original export vessel. In addition to this, the Asstt. Shed Supdt. (Export) of the original shed also endorses on the amended or fresh shipping bill the date of first receipt in his shed. The shipper brings the shutout packages to the new export shed and presents the shutout memo to the Asstt.Shed Supdt. (Export) whereafter normal export procedure is followed. The shutout memo acts as the gate register.

Overside shipment :

The Port Trust maintains no tally for the shipments effected from overside. There is however a standing arrangement between all the Agents and the Board of Trustees that Mate's Receipt's for cargo shipped should be handed over to the Shed Supdt., who before parting with the Mate's receipts, verifies that he has in his possession the relative shipping bills and transshipment permits, and that payment of Port trust charges has been properly secured.

Transhipment cargo :

Transactions under Transhipment Permit are mainly 1) Manifested Transhipment, 2) Additional Entry Transhipment (cargo manifested for some other port landed in Mumbai). 3) subsequent amendment transhipment, 4) Transhipment by road or air.

The Transhipment Permit with " let transhipment" order form Customs is presented at CDO ID and Bill of Lading or ADO thereof is surrendered and endorsement of Bill of Lading lodged. No forwarding is obtained. The party then approaches Cash Office for payment of Port Trust charges due. The documents are thereafter produced at the passing counter of the CDO where a singular Shed Delivery Order is prepared in duplicate and one retained by the Manifest Clerk of the vessel concerned. The packages are removed from the import shed to export shed. The packages are entered in a separate sheet of the Export Cargo Register. The original transhipment permit is then handed over by the Agents to the Preventive Officer of the export shed and packages are shipped under his supervision. The Chief Officer and the Master of the on carrier then signs on the reverse of the boat note that the goods have been received on board. On the strength of this the Preventive Officer endorses on the original transhipment permit that the packages have been shipped. The original transhipment permit is returned to the Preventive Officer of the import shed from where it is sent to Custom House.

On shipment, the mate receipt is handed over to the Shed Supdt. which is exchanged for Port Trust copy of Transhipment permit after payment of charges as in the case of other exports.